

CITY OF TWINSBURG, OHIO

ORDINANCE 19-2005

AN ORDINANCE AMENDING SALARIES, WAGES AND EMPLOYMENT DESCRIPTIONS FOR CERTAIN EMPLOYEES OF THIS CITY AND UPDATING CLASSIFICATIONS OF EMPLOYEES AS OF JANUARY 1, 2005, TO BE KNOWN AS THE 2005 SALARY ORDINANCE AND DECLARING AN EMERGENCY.

WHERE AS, the Administration of the City of Twinsburg has recommended to Council that certain amendments be made to that legislation providing for the compensation of City employees; and

WHEREAS, Council has determined that it is appropriate to amend said salary ordinance in accordance with the recommendations of the Administration.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Twinsburg, County of Summit and State of Ohio:

SECTION I: That the following schedule of compensation and employee classifications is hereby adopted and enacted effective immediately:

A. All present employees, except all Department Heads and certain Management Staff, shall occupy a step position in the below schedule as heretofore determined by prior enactments and administrative actions there under.

B. Upon the expiration of 12 months after the anniversary date of their hire, all employees shall, be eligible to be advanced to the next pay step depending on performance.

C. New employees shall be placed in a step agreed upon by the Department Head and Mayor for the position, which shall be determined based upon past experience or education-training.

D. Newly promoted employees may be placed at a salary step equal to or no greater than two salary steps higher than the salary of the employee at the time of the promotion.

E. New employees or those newly promoted may advance to the next step after six months for good performance with the Mayor's approval.

F. Regular Part Time Employees may work up to 32 hours per week on a regular basis year-round. These employees may work full-time during seasonal periods.

G. All increases listed herein are effective as specified; however, nothing herein shall be taken as a restriction upon future legislative action by Council to alter or amend the contents of this Ordinance

H. Personnel within the jurisdiction of contracts between the City of Twinsburg and the various labor unions which represent City personnel shall be compensated in accordance with the terms and conditions of such contracts.

ADMINISTRATION (report directly to the Mayor)

Mayor	\$80,540
Police Chief	\$77,024
Fire Chief	\$75,429
Public Works Director	\$75,032
Dir of Community Planning & Dev.	\$73,500
Director of Finance	\$70,377
Parks & Recreation Director	\$67,629
Golf Course Superintendent	\$60,018
Director of Human Resources	\$57,879
Golf Course Manager	\$48,860
Law Director	By Separate Ordinance
City Prosecutor	By Separate Ordinance

ADMINISTRATIVE STAFF

Secretary to Mayor	\$45,692
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DEPT. OF HUMAN RESOURCES

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
Benefits Administrator	\$35,891	\$36,968	\$38,077	\$39,219	\$40,395	\$42,424
Network Administrator	\$46,350	\$47,741	\$49,173	\$50,648	\$52,167	\$53,732

DEPARTMENT OF FINANCE

Tax Administrator	\$57,998
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DEPARTMENT OF COMMUNITY PLANNING & DEVELOPMENT

City Planner	\$20.00
City Architect	By separate ordinance
Environmental Consultant	By separate ordinance

Division of Building and Zoning

Building Commissioner	\$62,130
Part Time Bldg Inspector	\$14.32

Division of Engineering

Municipal Engineer, P.E.	\$73,173
Asst Director of Engineering	\$62,987

DEPARTMENT OF SAFETY

Division of Police

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
IT Coordinator	\$64,387	\$66,311	\$68,300	\$70,349	\$72,460	\$76,097
Police Lieutenant	\$62,499	\$63,633	\$64,773	\$65,907	\$67,040	\$71,741
Part-Time Police Officer						\$18.49
Part-Time Dispatcher						\$15.59
Part-Time Records Clerk						\$12.69
Head Dispatcher - Add'l per year						\$3,853

Division of Fire

Asst. Fire Chief						\$68,341
Captain, FF II, Paramedic	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
	\$54,067	\$57,000	\$59,516	\$61,614	\$64,127	\$66,646
Part time - 1st year						\$15.98
Part time - 2nd year additional						\$1.03
Part time certified 1C card, add'l						\$0.26
Part time Rescue Medic, add'l						\$1.03

DEPARTMENT OF PUBLIC WORKS

Division of Service

General Superintendent						\$63,281
Working Foreman	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
	\$47,595	\$48,768	\$49,942	\$51,116	\$52,290	\$54,511
Part Time Custodian	\$10.18	\$10.54	\$10.92	\$11.30	\$11.69	\$12.33

Division of WasteWater Treatment

Wastewater License: An employee with a valid Class I license shall be compensated no less than the minimum rate for Operator. An employee with a valid Class II license shall be entitled to \$250.00 for each year such license remains in effect. An employee with a valid Class III license shall be entitled to \$500.00 for each year such license remains in effect.

Wastewater Treatment Superintendent						\$65,812
Chief Operator	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
	\$51,538	\$53,357	\$55,176	\$56,995	\$58,814	\$61,823

PARKS & RECREATION DEPARTMENT

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
Working Foreman	\$47,595	\$48,768	\$49,942	\$51,116	\$52,290	\$54,511
Recreation Manager	\$41,833	\$43,137	\$44,510	\$45,849	\$47,187	\$49,478
Fitness Center Manger	\$41,833	\$43,137	\$44,510	\$45,849	\$47,187	\$49,478
Rec. Activities Coord.	\$35,916	\$37,036	\$38,102	\$39,246	\$40,423	\$42,453
Aquatics Activities Coord.	\$35,916	\$37,036	\$38,102	\$39,246	\$40,423	\$42,453
Athletic/Fitness Spvr.	\$38,900	\$40,101	\$41,268	\$42,506	\$43,781	\$45,979

Part-Time Positions (Titles were shortened to exclude 'casual' employees)

Senior Act. Coord.	\$17.26	\$17.81	\$18.32	\$18.87	\$19.44	\$20.41
Activity Leader	\$13.18	\$13.64	\$14.13	\$14.62	\$15.13	\$15.96
Activities Specialist	\$12.02	\$12.44	\$12.88	\$13.33	\$13.80	\$14.56
Recreation Coordinator	\$10.65	\$10.97	\$11.30	\$11.64	\$11.99	\$12.59
Recreation Leader	\$9.83	\$10.13	\$10.43	\$10.74	\$11.07	\$11.62
Program Supervisor	\$9.29	\$9.68	\$10.05	\$10.43	\$10.81	\$11.44
Senior Van Driver	\$9.05	\$9.36	\$9.68	\$10.02	\$10.37	\$10.94
Head Instructor	\$8.36	\$8.74	\$9.12	\$9.52	\$9.92	\$10.51
Program Leader/Coach	\$8.30	\$8.69	\$9.06	\$9.43	\$9.80	\$10.38
Lifeguard II	\$8.26	\$8.64	\$9.03	\$9.41	\$9.78	\$10.36
Program Instructor	\$8.00	\$8.38	\$8.78	\$9.18	\$9.57	\$10.16
Recreation Specialist	\$7.82	\$8.21	\$8.60	\$8.97	\$9.36	\$9.93
Lifeguard I	\$7.82	\$8.21	\$8.60	\$8.97	\$9.36	\$9.93
Program Specialist	\$7.58	\$7.97	\$8.35	\$8.73	\$9.13	\$9.70
Laborer	\$7.58	\$7.97	\$8.35	\$8.73	\$9.13	\$9.70
Activities Aid	\$7.33	\$7.71	\$8.11	\$8.49	\$8.89	\$9.47

PART TIME - ALL DEPARTMENTS

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
Part-Time Secretary	\$12.38	\$12.82	\$13.26	\$13.72	\$14.20	\$15.00
PT Clerk/Receptionist	\$11.08	\$11.46	\$11.87	\$12.28	\$12.71	\$13.41
Intern						\$5.97

SEASONAL & CASUAL ALL DEPTS (no increase in 2005)

(3% each add'l yr after 6th year)

	<u>1st Yr</u>	<u>2nd Yr</u>	<u>3rd Yr</u>	<u>4th Yr</u>	<u>5th Yr</u>	<u>6th Yr</u>
Bus Driver	\$ 9.98	\$ 10.32	\$ 10.71	\$ 11.08	\$ 11.43	\$ 11.77
Pool Manager	\$ 8.96	\$ 9.31	\$ 9.66	\$ 10.01	\$ 10.37	\$ 10.72
Program Supervisor	\$ 8.63	\$ 8.99	\$ 9.34	\$ 9.69	\$ 10.04	\$ 10.42
Lead Seasonal Laborer	\$ 8.35	\$ 8.79	\$ 8.98	\$ 9.30	\$ 9.58	\$ 9.87
Asst. Pool Manager	\$ 8.00	\$ 8.34	\$ 8.70	\$ 9.05	\$ 9.41	\$ 9.76
Head Instructor	\$ 7.76	\$ 8.12	\$ 8.48	\$ 8.84	\$ 9.22	\$ 9.57
Program Leader/Coach	\$ 7.71	\$ 8.07	\$ 8.41	\$ 8.76	\$ 9.10	\$ 9.46
Asst. Prog. Supervisor	\$ 7.67	\$ 8.03	\$ 8.38	\$ 8.74	\$ 9.08	\$ 9.44
Head Lifeguard	\$ 7.67	\$ 8.03	\$ 8.38	\$ 8.74	\$ 9.08	\$ 9.44
Bathhouse Manager	\$ 7.67	\$ 8.03	\$ 8.38	\$ 8.74	\$ 9.08	\$ 9.44
Prgm Instructor	\$ 7.43	\$ 7.79	\$ 8.16	\$ 8.53	\$ 8.89	\$ 9.26
Recreation Specialist	\$ 7.27	\$ 7.62	\$ 7.99	\$ 8.33	\$ 8.70	\$ 9.04
Lifeguard	\$ 7.27	\$ 7.62	\$ 7.99	\$ 8.33	\$ 8.70	\$ 9.04
Asst. Bathhouse Manager	\$ 7.27	\$ 7.62	\$ 7.99	\$ 8.33	\$ 8.70	\$ 9.04
Program Specialist	\$ 7.04	\$ 7.40	\$ 7.75	\$ 8.11	\$ 8.49	\$ 8.84
Camp Leader	\$ 7.04	\$ 7.40	\$ 7.75	\$ 8.11	\$ 8.49	\$ 8.84
Bathhouse/Concession Attend II	\$ 7.04	\$ 7.40	\$ 7.75	\$ 8.11	\$ 8.49	\$ 8.84
Kid Park Attendant	\$ 7.04	\$ 7.40	\$ 7.75	\$ 8.11	\$ 8.49	\$ 8.84
Facility Attendant II	\$ 7.04	\$ 7.40	\$ 7.75	\$ 8.11	\$ 8.49	\$ 8.84
Batthhouse/Concession Attend I	\$ 6.69	\$ 7.04	\$ 7.37	\$ 7.75	\$ 8.11	\$ 8.50
Facility Attendant I	\$ 6.90	\$ 7.27	\$ 7.62	\$ 7.99	\$ 8.33	\$ 8.70
Seasonal Laborer II	\$ 6.90	\$ 7.27	\$ 7.62	\$ 7.99	\$ 8.33	\$ 8.70
Recreation Aide	\$ 6.81	\$ 7.17	\$ 7.53	\$ 7.89	\$ 8.26	\$ 8.63
Seasonal Laborer I	\$ 6.56	\$ 6.90	\$ 7.10	\$ 7.31	\$ 7.54	\$ 7.76

GOLF COURSE (no increases for 2005)

<u>All Seasonal</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
Clubhouse Manager	\$ 14.26	\$ 14.75	\$ 15.17	\$ 15.62	\$ 16.09	\$ 16.91
Asst. Golf Pro	\$ 11.52	\$ 12.11	\$ 12.48	\$ 12.84	\$ 13.23	\$ 13.61
Concession Manager	\$ 8.64	\$ 9.10	\$ 9.35	\$ 9.52	\$ 9.92	\$ 10.22
Head Cashier	\$ 8.07	\$ 8.49	\$ 8.72	\$ 8.99	\$ 9.26	\$ 9.54
Cashier	\$ 6.93	\$ 7.27	\$ 7.49	\$ 7.70	\$ 7.94	\$ 8.18
Lead Clubhouse Aide	\$ 6.93	\$ 7.27	\$ 7.49	\$ 7.70	\$ 7.94	\$ 8.18
Starter						\$ 6.72
Clubhouse Aide	\$ 6.34	\$ 6.67	\$ 6.86	\$ 7.06	\$ 7.28	\$ 7.50
Ranger						\$ 5.98

<u>LEGISLATIVE (no increase in 2005)</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
Clerk of Council						\$ 50,305
Deputy Clerk of Council	\$13.18	\$13.64	\$14.13	\$14.62	\$15.13	\$15.96
Part Time Brds/Commission Sec. - Cherie	\$13.18	\$13.64	\$14.13	\$14.62	\$15.13	\$15.96
President of Council					The term beginning as of December 1, 2001	\$ 10,500
Councilpersons					The term beginning as of December 1, 2001	\$ 10,000

MEMBERS OF BOARDS & COMMISSIONS effective 1-1-99

Board Chairpersons	Per meeting:	\$ 65.00
Planning Commission	Per meeting:	\$ 55.00
Civil Service Commission	Per meeting:	\$ 55.00
Board of Building & Zoning Code Appeals	Per meeting:	\$ 55.00
Architectural Review Board	Per meeting:	\$ 55.00
Parks & Recreation Commission	Per meeting:	\$ 55.00
Recycle Commission	Per meeting:	\$ 55.00
Cable Representative	Per meeting:	\$ 55.00
Beautification Commission	Per meeting:	\$ 55.00
Golf Course Advisory Board	Per meeting:	\$ 55.00
Ward Districting Commission	Per meeting:	\$ 55.00
Charter Review Commission	Per meeting:	\$ 55.00
Environmental Commission	Per meeting:	\$ 55.00

ENGINEERING & INSPECTION DIVISION

Electrical Inspector	Per Inspection	\$ 20.00
Plumbing Inspector	Per Inspection	\$ 20.00
Heating Inspector	Per Inspection	\$ 20.00

LUMP SUM PAYMENTS

SECTION I

All lump sum payments shall be credited to the employees hourly rate in accordance with Section 147.18 of the Codified Ordinances of the City of Twinsburg.

SECTION II

That this Ordinance shall constitute continued authorization for the employment of persons now employed by the City in the positions set forth in Section I above and the authority to continue its positions for the employment of suitable persons in the future.

SECTION III

That any provisions of Ordinances and Resolutions inconsistent herewith shall no longer be effective after December 31, 2002.

SECTION IV

It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in open meeting or meetings of this Council, and that all deliberations of this Council were in meetings open to the public and in full compliance with all legal requirements, including without limitations, those set forth in Section 121.22 of the Ohio Revised Code.

SECTION V

That this Ordinance is hereby declared to be an emergency measure, necessary for the immediate preservation of the public peace, health, safety welfare and convenience of the citizens of the City of Twinsburg, and for the additional reason that it is necessary to make immediate adjustments to salaries, and provided it receives the affirmative vote of five or more members of Council, it shall take effect and be in force immediately upon its passage and approval of the Mayor; otherwise, it shall take effect and be in force at the earliest period allowed by law.

PASSED: _____

APPROVED: _____

Steve Murphy, President of Council

Submitted to the Mayor for approval this

_____ day of _____, 2004

Approved by the Mayor _____, 2004

Katherine A. Procop, Mayor

ATTEST:

Cynthia A. Kaderle, CMC
Clerk of Council

1st Rdg. _____
2nd Rdg. _____
3rd Rdg. _____

Passed: _____
Yes _____ No _____

CERTIFICATE OF POSTING

I, Cynthia A Kaderle, Clerk of Council, of the City of Twinsburg, State of Ohio, do hereby certify that publication of the foregoing ordinances, resolutions was duly made by posting true copies thereof at five of the most public places in said City as determined by Section 113.02 of the Codified Ordinances of the City of Twinsburg; each for a period of fifteen days commencing on the _____ day of _____, 2003.

Cynthia A. Kaderle, CMC
Clerk of Council
City of Twinsburg